

RIVERDALE EMPLOYEE’S EMERGENCY PLAN TABLE OF CONTENTS

INTRODUCTION.....	2
BUILDING INFORMATION.....	2
BUILDING SITE PLAN.....	4
EMERGENCY MANAGEMENT.....	6
EMERGENCY TELEPHONE NUMBERS.....	6
DEFINITIONS.....	8
Command.....	8
Designated Official.....	8
Emergency.....	9
Emergency Coordinator.....	9
Floor Monitor.....	9
Emergency Team.....	9
Occupants.....	9
Quadrants.....	9
Riverdale Employee’s Emergency Plan.....	9
RESPONSIBILITIES.....	9
Designated Official.....	10
Designated Official (Alternate).....	11
Emergency Coordinator	11
Emergency Coordinator (Alternate).....	11
Floor Monitor.....	11
Floor Monitor (Alternate).....	12
Quadrant Monitor.....	12
Quadrant Monitor (Alternate).....	13
Aide to the Persons with Disabilities.....	13
Day Care Center Director.....	14
Day Care Center Volunteers.....	14
Day Care Center Parents.....	15
Supervisors.....	15
Employees.....	15
EVACUATION PLAN.....	16
Initiating Action.....	16
Persons Authorized to Order Evacuation.....	16
Persons Having Direct Knowledge of Incident.....	16
Evacuation Signals.....	16
Means of Evacuation.....	16
Relocation Site.....	16
Building Reentry.....	16
Building Evaluation Checklist.....	18

Page

EVACUATION DRILLS.....	19
SPECIAL CONSIDERATION FOR PERSONS WITH DISABILITIES.....	22
Evacuation Signals.....	22
Aides to Persons with Disabilities.....	22
Means of Evacuation.....	22
Stairway Clearance Procedures.....	22
Visitors with Disabilities.....	22
Emergency Rescue Intercom.....	22
FIRE PREVENTION POLICY.....	24
EMERGENCY PROCEDURES.....	26
Building Evacuation.....	26
Shelter-in-Place.....	26
Fire.....	27
Clothing Fire.....	27
Explosion.....	27
Illness/Injury.....	28
Cardiac Arrest.....	28
Chemical Splash.....	28
Chemical/Biological Spill or Release.....	29
Radioactive Material Spill.....	29
Bomb Threat.....	30
Suspicious Package.....	30
Demonstrations.....	32
Elevator Emergencies.....	32
Natural Disasters (Weather).....	32
Workplace Violence.....	32
Other.....	32
APPENDIX. CURRENT COMMAND AND REEP MEMBERS.....	34

INTRODUCTION

The mission of the Riverdale Employee's Emergency Plan (REEP) is to prevent injury and loss of life and property by preparing for and carrying out pre-emergency planning, establishing specific functions for key personnel, and training personnel in those appropriate functions. The REEP establishes guidelines and methods for positive, immediate, and orderly actions to be taken by building occupants during emergencies.

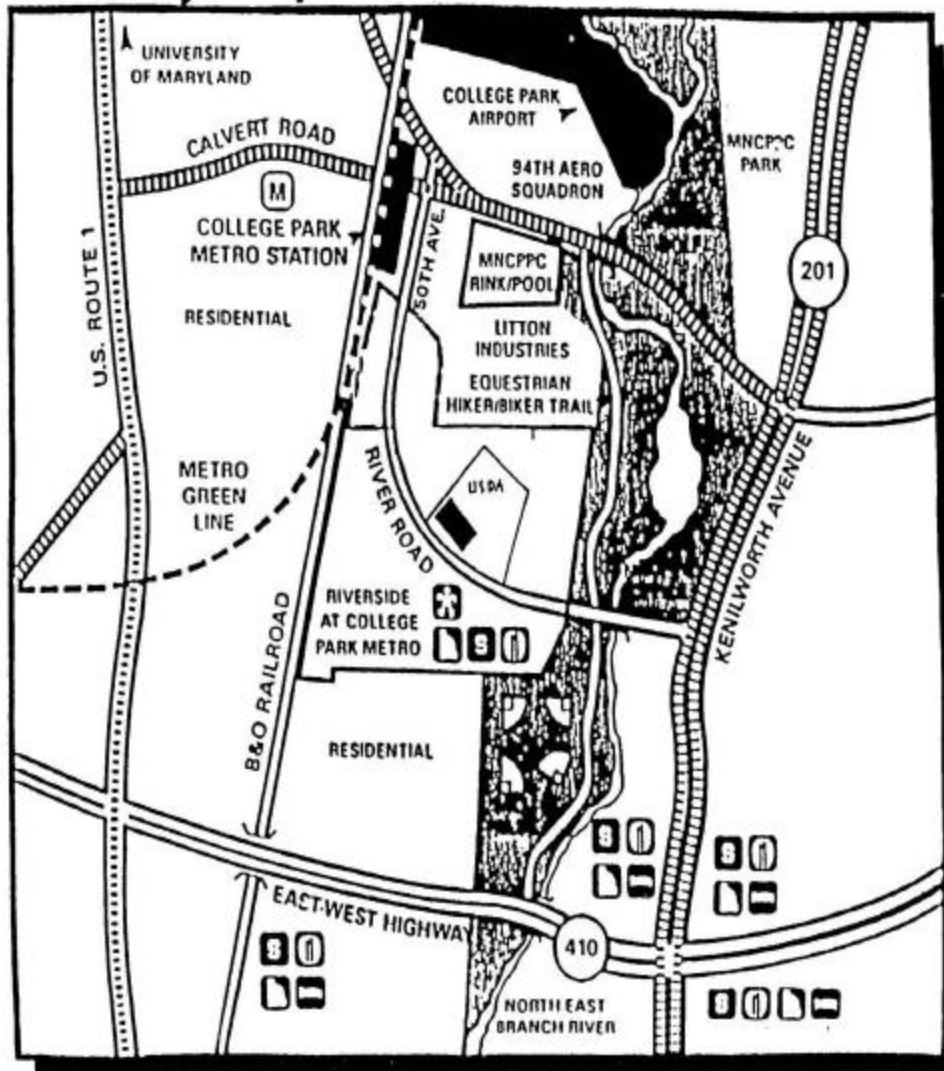
BUILDING INFORMATION

Facility Name and Address:	U. S. Department of Agriculture Riverdale Headquarters Facility 4700 River Road Riverdale, MD 20737
GSA Building Identification No.:	MD0291ZZ
Square Footage:	300,490 ft ²
Primary Occupant:	Animal and Plant Health Inspection Service
Building Capacity:	1400 (employees) 70 (Day Care Center)
Other Occupants:	Agriculture Credit Union (1 st floor) ESRA Fitness Center (1 st floor) Harvest Cafe (1 st floor) Day Care Center (1 st floor) USDA Health Unit (1 st floor) REIT/GSI (1 st floor)
Command Center:	First Floor, 1B01 Behind Security Desk 734-8567
Alternate Command Center:	Fifth Floor, 5D06 APHIS Emergency Operations Center 301-436-3101

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BUILDING SITE PLAN

Vicinity Map



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EMERGENCY MANAGEMENT

An Emergency Response Plan “flipchart” is an emergency management tool used by Command, Security, Engineers, and others with response duties during emergencies. The “flip chart” for the Riverdale Headquarters Facility identifies specific actions to be taken by persons responding to an emergency and is not meant for general distribution. Occupants wishing to review the “flip chart” Emergency Response Plan should contact the Safety, Health, and Employee Wellness Branch (SHEWB) at 301-734-6116.

EMERGENCY TELEPHONE NUMBERS

For ease of updating, an emergency telephone list will accompany this document for the Command Officials’ use only. It is not intended for general distribution. The listing will identify the Emergency Team, their specific tasks, and all pertinent telephone numbers.

A listing of Emergency Team members and their work telephone numbers will be posted in the “General Service” (copier, mail, and shredder) rooms on each end of the building and will also be made available on the SHEWB website.

The following chart reflects the emergency numbers that the occupant will need to know for reporting an emergency:

Fire Department (Fire/Ambulance)	9-911
Guard Desk (Call on all emergencies)	734-3848/3849
Federal Protective Service	9-202-708-1111
Riverdale Police	9-301-927-4343
Health Unit (Nurse)	734-8660
Employee Assistance Program (EAP)	1-800-222-0364
Facilities Management Help Desk	734-8010
Safety, Health, and Employee Wellness Branch	734-6116

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DEFINITIONS

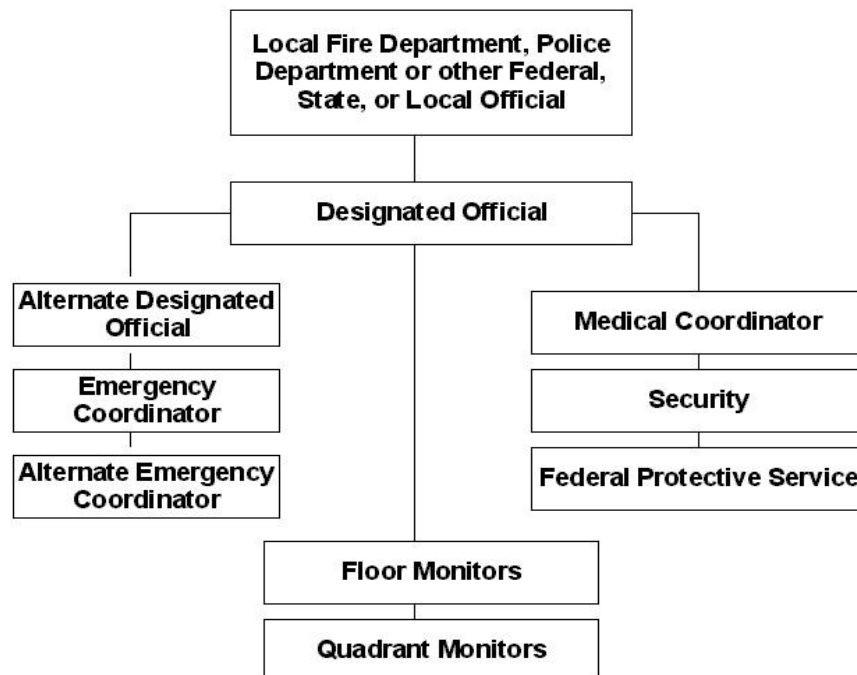
Command. The members of the Emergency Team that are designated in the Command structure and that are in charge of the entire emergency process follows:

Designated Official	First in line of Command
Alternate Designated Official	Second in line of Command
Emergency Coordinator	Third in line of Command
Alternate Emergency Coordinator	Fourth in line of Command

Example: If the Designated Official is absent, the Alternate Designated Official is in Command. If both the Designated and the Alternated Official are absent, the Emergency Coordinator is in charge, etc.

For identification purposes, the Command staff will wear red hard hats, the Floor Monitors will wear white hard hats, and the Quadrant Monitors will wear yellow hard hats during emergencies.

The following chart illustrates the command structure and the different disciplines, and how they interact and relate.



Designated Official. The Deputy Administrator has designated the Director, Employee Services Division, as the person to make the final command decisions in emergency situations.

Emergency. The following are classified as emergencies: fires, explosions, chemical/biological/environmental/radiological incidents, bomb threats, civil disturbances, electrical power failures, medical emergencies, natural disasters, structural failures, and accidental or human-caused disasters.

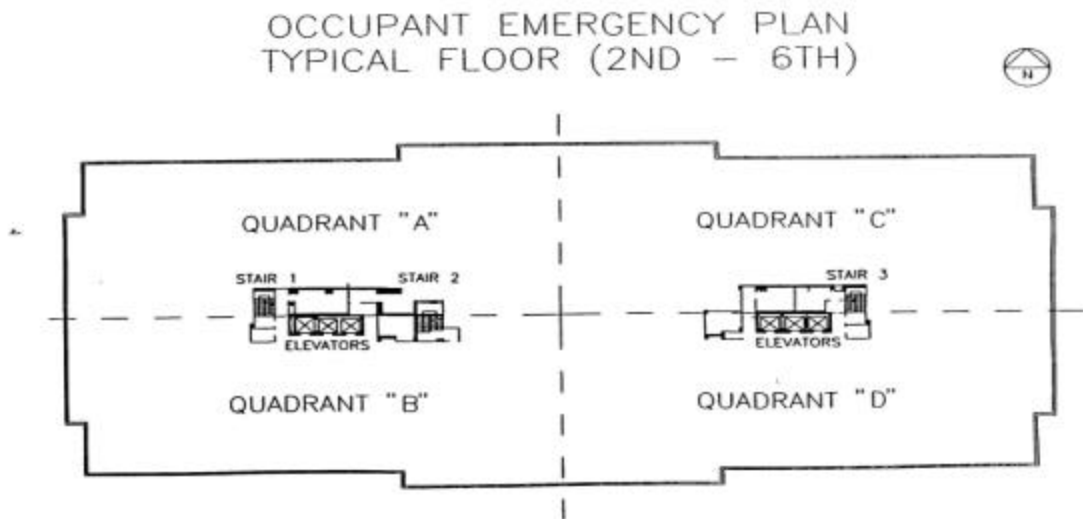
Emergency Coordinator. The Emergency Coordinator is in charge of all emergency action within the Riverdale Headquarters Facility, under the direction of the Designated Official.

Floor Monitor. The person appointed by the Designated Official to be in charge of the emergency evacuation of a floor of a building.

Emergency Team. The emergency team is comprised of employees in the Riverdale Headquarters Facility that volunteer to perform certain functions outlined in this Plan, i.e., Floor Monitor, Quadrant Monitor, Aid to the Disabled, Emergency Coordinator, etc.

Occupants. Occupants can include visitors, employees, and others working in or using the Riverdale Headquarters Facility.

Quadrants. The building is divided into four distinct evacuation control zones. Quadrant Monitors are assigned to a specific building quadrant to ensure appropriate and timely evacuation. Refer to diagram below:



Riverdale Employee's Emergency Plan (REEP). A set of procedures devised to protect life and property during emergency situations in the Riverdale Headquarters Facility. The REEP includes an Evacuation Plan and Fire Prevention Plan.

RESPONSIBILITIES

Note: Rescue, firefighting, and other similar activities are under the direction and control of the responding service departments (fire or police.) However, all command instructions to the Emergency Team will come from Command. Fire and police officials will not make any decisions on the dismissal or closure of this Federal Facility.

Designated Official.

Pre-Emergency Activities. The Designated Official must:

Coordinate the necessary planning to ensure a readiness capability including: selecting, training, and organizing an adequate staff for conducting emergency operations; and for supervising the activities of the Emergency Team.

Appoint an Alternate, an Emergency Coordinator, an Alternate Emergency Coordinator, and as many Special Assistants as deemed necessary.

Conduct periodic meetings to maintain a functional Emergency Team and to inform members of the latest developments and policies affecting evacuation activities.

Train the building occupants in emergency procedures.

Conduct evacuation drills. Subsequent to evacuation drills, the Designated Official provides the building occupants with an evaluation of the evacuation and then documents the results of the evacuation drills.

Ensure the Evacuation Plan and emergency procedures protocol is posted in readily visible locations throughout the building.

Emergency/Post Emergency Activities. During emergencies, the Designated Official must:

Provide direction for the orderly evacuation of personnel from the building; advises the fire department of the location of persons with disabilities who need assistance; and provides any other information that is relevant to the emergency.

Inform building occupants during and after evacuations the nature of the emergency and problems arising during evacuation.

Contact the appropriate emergency services (e.g., fire department and police) to report the incident, or if the call has already been placed, to confirm that the proper authorities have been notified.

Designated Official (Alternate). Assists the Designated Official and assumes direction of the evacuation in the absence of the Designated Official.

Emergency Coordinator. Assists the Designated Official and assumes direction of the evacuation in the absence of the Designated Official and the Alternate Designated Official.

Emergency Coordinator (Alternate). Assists the Designated Official and assumes direction of the evacuation in the absence of the Designated Official and the Alternate Designated Official and the Emergency Coordinator.

Floor Monitor.

Pre-Emergency Activities

The Floor Monitor must:

Select, train, assign, and supervise their alternate and other Floor Team Members.

Cross-train Floor Team Members so they can perform other duties when necessary.

Keep the Designated Official informed of the names, assignments, locations, and telephone numbers of their staff; and of the names, locations, and physical limitations of persons with disabilities on their floors.

Ensure that each employee identified under this plan as having a disability is assigned one or more aides who will remain with and assist the persons with disabilities (as necessary) on the floor to evacuate these persons in a prompt and effective manner in case of imminent danger.

Become familiar with conditions on assigned floor, including occupancy of rooms and locations of stairways and fire alarms.

Develop special plans for evacuation of the persons with disabilities on the floor.

Emergency/Post Emergency Activities

During emergencies, the Floor Monitor must:

Ensure the Occupant Evacuation Plan has been executed on their assigned floors.

Control and expedite the planned movement of the floor occupants, including persons with disabilities requiring assistance, and is responsible for the organizational function of the Floor Team Members on their assigned floors.

Report evacuation status to the Designated Official and advise the location of persons with disabilities needing assistance by the fire department.

Notify Command Center using the Rescue Assistance Intercom system of the number and location of employees needing evacuation assistance. The Rescue Assistance Intercoms are located on the second to sixth floors at the east and west stairwells, and one is located on the first floor near the elevators by the conference rooms. The operating instructions follow:

1. Push the red button on the call box.
2. Wait for flashing red light to stop.
3. Steady light indicates call has gone through – identify yourself, the exact location, and how many people need evacuation assistance.

After all occupants have left the floor, make sure the exit door is closed to provide a smoke and fire barrier. If persons with disabilities are using the stairway as a safe haven, the Monitor will advise Command Center of the location and exact number of persons with disabilities.

If the stairway is unsafe, the Monitor will direct evacuees to another exit. He/She will hold the door open until the individual floor is cleared.

Control movement into stairway areas and advise the occupants to walk, not run, to the exit floor.

Coordinate movement between floors to avoid congestion and be alert for signs of panic.

Ensure that the elevators are not used for evacuation unless otherwise directed by the responding fire department.

Ensure that the people in other areas, i.e., restrooms, conference/meeting rooms, etc., are notified to leave the building during emergencies.

After evacuating the building, the Floor Monitors will assist in keeping employees away from the building and behind the “blue lines” and assist with traffic control as warranted.

Floor Monitor (Alternate). The Alternate Floor Monitor assists the Floor Monitor and assumes responsibility for the organization and the functioning of the staff on their assigned floor in the absence of the Floor Monitor.

Quadrant Monitor. The Quadrant Monitors must:

Control and expedite the planned movement of the assigned quadrant occupants, including persons with disabilities requiring assistance.

Ensure the Evacuation Plan has been executed on their assigned quadrant.

Report evacuation status to the Floor Monitor and advise the location of persons with disabilities needing assistance by the fire department.

Select, train, assign, and supervise their alternate.

Keep the Floor Monitor informed of the names, assignments, locations, and telephone numbers of their staff; and of the names, locations, and physical limitations of persons with disabilities on their floors.

Ensure that each employee identified under this plan as having a disability is assigned one or more aides who will remain with and assist the persons with disabilities (as necessary) on the floor to evacuate these persons in a prompt and effective manner in case of imminent danger.

Become familiar with conditions on assigned quadrant, including occupancy of rooms and locations of stairways and fire alarms.

Assist occupants in gaining access to the stairway and ensure the orderly movement of occupants in the stairway.

During emergencies, if the stairway is unsafe, the Monitor will direct evacuees to another exit. He/She will hold the door open until the individual floor is cleared.

Control movement into stairway areas and advise the occupants to walk, not run, to the exit floor.

Coordinate movement between floors to avoid congestion and be alert for signs of panic.

Ensure that the people in other areas, i.e., restrooms, conference/meeting rooms, etc., are notified to leave the building during emergencies.

Ensure that the elevators are not used for evacuation unless otherwise directed by the responding fire department.

After evacuating the building, the Quadrant Monitors will assist in keeping employees away from the building and behind the “blue lines” and will assist with traffic control as warranted.

Quadrant Monitor (Alternate). The Alternate Quadrant Monitor assists the Quadrant Monitor and assumes responsibility for the organization and the functioning of the staff on their assigned floor in the absence of the Quadrant Monitor.

Aide to the Persons with Disabilities. Aides to persons with disabilities must:

Report to their assigned person with a disability and assist persons with disabilities to evacuate during emergency situations.

When it is not possible to evacuate persons with disabilities to another portion of the building or outside, the aides will assist the persons with disabilities to the nearest stairway exit, remain with them, and await instructions from the fire

department. The Aide should ensure that the Emergency Rescue Intercom is used to inform Command Center the exact location and number of persons left in the building.

Day Care Center Director. The Day Care Center Director must:

Conduct monthly evacuation drills at varied times. Record the time, date, and evacuation time.

Ensure that the Day Care Center staff and the volunteers sweep the entire area, including bathrooms to ensure total evacuation and reports results to Command Center during an evacuation.

Account for all children and staff after evacuating and upon re-entering the Day Care Center. All unaccountable children or staff must be immediately reported to Command Center via portable radio or some other method.

Ensure that children capable of walking will be trained to exit the building in an orderly manner.

Plan for evacuating non-walking children in cribs, strollers, or by other acceptable and safe manner.

Ensure that the staff is familiar with all aspects of the REEP.

Recruit volunteers for center evacuation.

Serve as team coordinator during drills and emergencies.

Ensure that an alternate is appointed to serve as coordinator in the absence of the Director.

Know the volunteers assigned to assist the children in the center.

Provide evacuation training.

Prepare a daily roster of all children present in the Child Care Center.

Inform parents of designation assembly point where children will be taken during emergencies and other pertinent information.

Maintain an up-to-date list of parents and their telephone numbers of all children.

Ensure extra supplies, i.e., diapers, formula, etc., are available for shelter-in-place implementation.

Day Care Center Volunteers. Day Care Center volunteers must:

Know the names of and be able to recognize the children which you are responsible for during evacuation.

Evacuate the children assigned to you and report the evacuation to the Director and return children to the Child Care Center after the emergency.

Respond quickly to the emergency and report to the Director.

Attend evacuation training sessions.

Day Care Center Parents. Parents should not remove a child early from the center's custody until the emergency is over and all children are accounted for nor call the Child Care Center during emergencies when an evacuation is in progress.

Supervisors. Supervisors at all levels throughout the Riverdale Headquarters Facility are responsible for complying with and enforcing all applicable occupational safety and health standards and regulations, and the Agency's policies including this REEP. Supervisors will ensure that their respective areas perform preplanning activities and are evacuated during drills and emergencies.

All supervisors must:

Report the presence of hearing impaired, sight impaired and other persons with disabilities, in their respective areas, to the OEC and the Floor Monitor.

Ensure that all persons with disabilities in their respective areas are assigned one or more Aides by the Floor Monitor.

Ensure that all persons with disabilities in their respective work areas are assisted to safety during emergencies.

Ensure that a person with a disability who works outside normal business hours (i.e., evenings, weekends, and holidays) is adequately accommodated for during emergency situations.

Ensure that all persons adhere to the REEP and support the Designated Official in preplanning activities.

Employees. Employees (APHIS and tenant organizations) at all levels throughout the Riverdale Headquarters Facility must:

Comply with all applicable occupational safety and health standards, and regulations, including this REEP.

In the case of emergency, the employee has the responsibility of activating the fire alarm, calling 9-911, and reporting to Command Center on the first floor. Upon activation of the fire alarm, all employees shall promptly evacuate the facility in an orderly manner and cooperate fully with persons in the Emergency Team.

Participate in the planning and execution of evacuation drills.

Report all injuries and possible exposures to toxic materials to their supervisor immediately.

EVACUATION PLAN

Initiating Action. When there is an immediate danger, the occupants shall be evacuated in accordance with the REEP. The sounding of the fire alarm or any other means (such as the public address system) will be used to signify the need for building evacuation. When a manual pull station is used to initiate an evacuation, the individual activating the fire alarm must also call the fire department and the Security Desk (if there is imminent danger to life or property) to provide additional information on the specific location and nature of the emergency.

Persons Authorized to Order Evacuation. The following personnel are authorized to order an evacuation:

Designated Official (or others in the Command structure),

Senior fire/police officer,

Chief, Safety, Health, and Employee Wellness Branch, and

Any other person aware of the emergency who believes immediate action is necessary to protect the lives of the occupants.

Persons Having Direct Knowledge of Incident. Any person having knowledge of the incident should report to the first floor Security Desk and report the nature of the problem, its specific location if known, whether there are any injured personnel, and whether the building has been completely evacuated.

Evacuation Signals. Evacuation signals can be generated by voice, visual, or mechanical means. The most widely recognized evacuation signal used are fire alarms. Activation of the fire alarm indicates that the building must be evacuated. There are various types of fire alarms in various buildings. Therefore, evacuation drills are utilized to acquaint occupants with the type of fire alarm in their particular building.

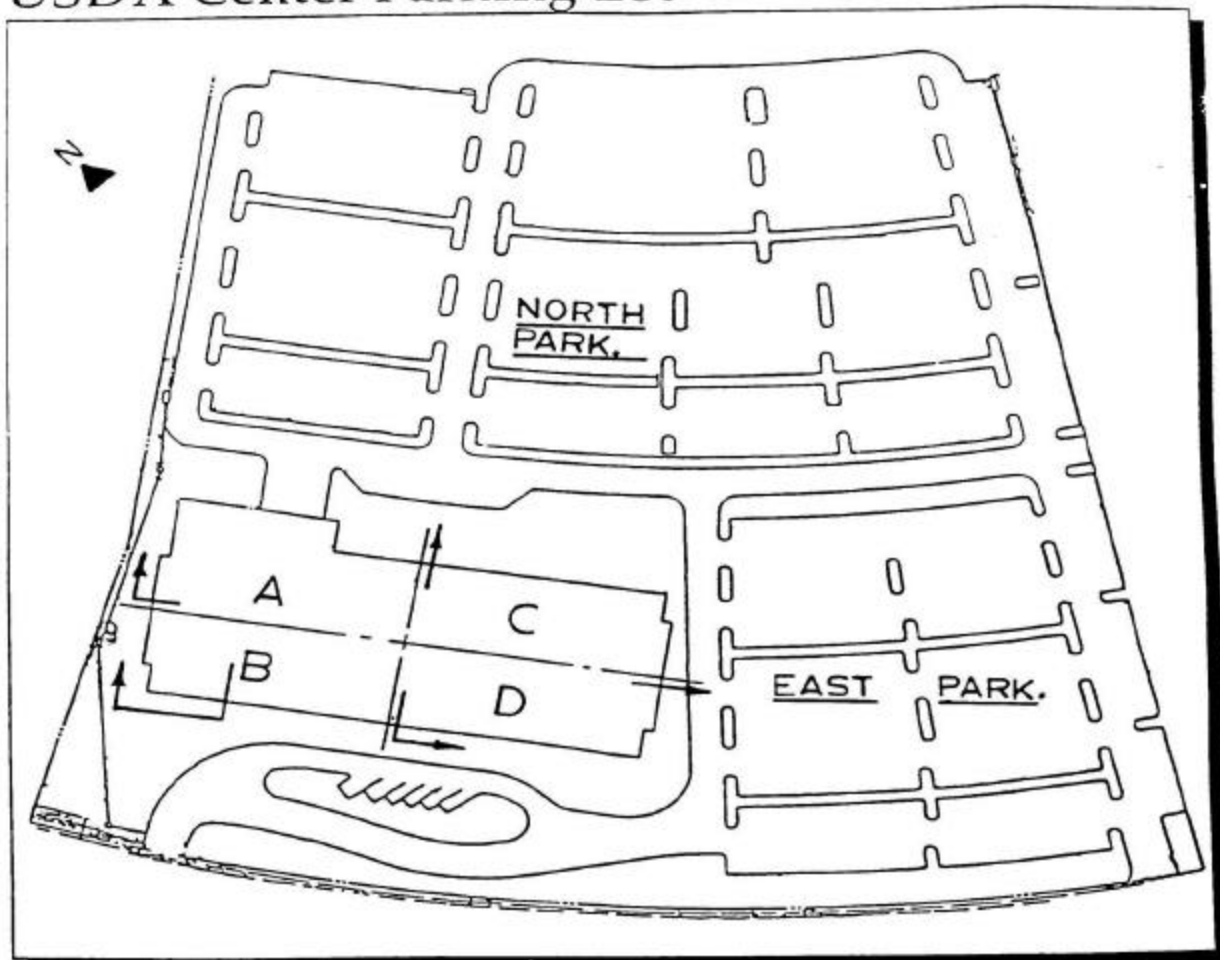
If it is ill advised to use the fire alarm system, i.e., severe weather, workplace violence, flammable atmosphere in building, the public address system will be used to advise occupants of actions to take.

Means of Evacuation. Occupants shall exit by the closest stairway or as directed by a member of the evacuation team. During an actual emergency the nearest exit may be blocked by smoke, therefore, occupants should be familiar with alternate exits. If there is a line of evacuees at a particular exit, other, less crowded exits may be available. For this reason, employees should always familiarize themselves with the building.

Relocation Site. Upon exiting the building, employees should assemble at a safe distance away from the building (beyond the blue line marked on the parking lot curbs) at the prearranged location. The entire parking lot is considered the relocation site.

The figure identifies the relocation site (meeting point) outside the building that will be used during an emergency. Employees must proceed beyond the “blue line” painted on the curbs in the parking lot.

USDA Center Parking Lot



Building Reentry. The Day Care Center will be given first priority to reenter the building. Occupants will return to the building only when authorized by a member of Command or Security. The Command or Security will not authorize reentry unless approved by the senior fire or police officer present. **Once an evacuation begins, it shall not be canceled until all occupants have evacuated the building.**

Building Evacuation Checklist.

The following general tasks are performed by Command Center:

- ? Post guards at East and West emergency exits.
- ? Dispatch guard to Day Care Center to assist with evacuation.
- ? Notify: GSA Command Center: 708-1111
- ? Office of Operations – Physical Security: 720-6270
- ? APHIS Management Team: 720-3668
- ? Human Resources Director: 720-6377
- ? Re-notify aforementioned list after area has been cleared for reentry.
- ? Check with Building Engineer to determine problem.
- ? Send someone to front door to meet responding officials and inform them of problem.
- ? Verify Day Care Center has been evacuated.
- ? Ensure all persons with disabilities are accounted for and inform fire department of their locations within the building.
- ? File report in the Emergency Management System log book located in the Command Center.

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EVACUATION DRILLS

The Emergency Team and building occupants will participate in drills that familiarize them with their responsibilities. Evacuation drills will be performed and coordinated by the Designated Official at least once a year. With conscientious participation of employees, an evacuation drill should take no longer than 15 minutes.

The Designated Official must:

- Conduct and participate in evacuation drills.

- Notify applicable building occupants on the day of the drill if critical operations are being conducted.

- Notify Security and the Building Engineer at least 72 hours before the drill. (Security and the building engineer must be present at the time of the drill to reset system and notify monitoring office.)

All employees are expected to participate in evacuation drills and to follow the instructions and emergency procedures provided by the Designated Official. When a fire alarm signal sounds, occupants shall promptly close doors and proceed directly to the nearest exit. Elevators may not be used, except under the direction of the fire department.

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SPECIAL CONSIDERATIONS FOR PERSONS WITH DISABILITIES

Evacuation Signals. Hearing-impaired occupants will be personally informed of the emergency by an Aide to persons with disabilities, supervisor, or any other person. For this reason, a special note should be added to the list of persons with disabilities indicating those who are hearing impaired.

Aides to Persons with Disabilities. Aides to persons with disabilities will be assigned to all persons with disabilities (including those who are temporarily disabled). These aides will assist them to a safe area away from the building or to a protected area.

Means of Evacuation. Employees with disabilities will be assisted by an assigned aide. Aides to persons with disabilities will assist handicapped individuals to the nearest exit and meet the OEC at the predetermined relocation site.

Stairway Clearance Procedures. The Emergency Organization and Security will check all stairways and safe havens for the presence of persons with disabilities, notify Command Center, and evacuate if necessary.

Visitors with Disabilities. Because handicapped visitors will not have aides assigned to them as handicapped employees do, Floor and Quadrant Monitors will ensure that all areas on the floor, including restrooms, are thoroughly checked until they are satisfied that the floors have been completely evacuated.

Emergency Rescue Intercom. The Emergency Rescue Intercoms are located at the east and west stairs, on the 2nd through 6th floors and near the elevators on the first floor.

If persons with disabilities need evacuation assistance, notify Command Center using the Rescue Assistance Intercom system as to the number and location of employees. The operating instructions follow:

Push the red button on the call box.

Wait for flashing red light to stop.

Steady light indicates call has gone through.

Identify yourself, the exact location, and how many people need evacuation assistance.

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FIRE PREVENTION POLICY

The following fire prevention guidelines will be followed:

Maintain good housekeeping in all areas of the building.

Bring any apparent fire or safety hazard to the attention of your supervisor.

Smoking is strictly prohibited within the building.

Oily rags and similar flammable materials in the building must be placed in approved metal containers provided for that purpose.

Deposit all trash in receptacles provided for that purpose, or arrange for its storage in regular trash rooms.

Under no circumstances will storage of any kind be permitted in stairways, horizontal exits, or corridors. A clear and unobstructed pathway of 36 inches (44 inches are preferred) in major pathways must be maintained. Secondary pathways (exit access) must be kept clear and unobstructed for a minimum of 28 inches.

Exits must be kept clear. This includes passageways in corridors, stairways, between stacks (fixed shelving, equipment storage, computer equipment, and so forth), firefighting equipment, egress routes, and utility panels.

Fire extinguishers shall be visually examined by the Building Engineer on a monthly basis. Any deficiency should be reported to the Facility Help Desk on 734-8010.

Generally, storage will not be permitted in mechanical spaces.

Combustible materials should not be placed or stored upon heat sources, e.g., stove tops, ovens, space heaters, etc.

Electrical receptacles, switches, and controls shall be located so as not to be subject to liquid spills.

Hazardous chemical inventories and Material Safety Data Sheets are required and in emergencies, must be easily accessible to responding officials.

All compressed gas cylinders shall be secured in place in no more than pairs to prevent falling.

Legible contents identification shall be provided directly on all original and subsequent containers of hazardous materials, except those being used and constantly attended.

All safeguards designed to protect employees during an emergency must be kept in good working order.

All exit routes must be maintained during construction, repairs, or alterations.

Chemical inventories, hazards to emergency responders, and persons to be notified in after-hour emergencies will be supplied to the Designated Official. The mail room shall keep their Material Safety Data Sheets (MSDS) and the chemical inventory located in the main reception area of the mail room. All housekeeping and engineering supplies will be kept in the Building Engineer's office.

Facilities and Support Services Management Branch (FSSMB) will ensure that all conference rooms, training rooms, and meeting rooms have signs indicating the maximum occupant loads (in accordance with the National Fire Protection Association's *Life Safety Code*). FMPSB will ensure the occupancy load is not exceeded.

FSSMB will ensure that anyone conducting a meeting where visitors are attending will announce where the closest exits are, what to do when the fire alarm activates, and where the facilities are located.

Building Engineers will ensure that anyone working with an open-flame; welding or tar pot operations; perform the operation safely; use the correct equipment; isolate the affected fire alarm system, sprinkler system, or smoke detector zones; and provide a permit and fire watch as necessary.

EMERGENCY PROCEDURES

Employees must know appropriate, immediate, and orderly actions to take during emergencies to protect life and property from the threat of fire or explosion; chemical, radioactive, biological, or environmental releases; and security-related emergencies. This section is designed only to outline the emergency procedures used to summon the appropriate emergency response personnel. All employees should familiarize themselves with the following emergency procedures:

BUILDING EVACUATION

Upon hearing the fire alarm, occupants must:

- Turn off electrical appliances (this does not include computers at workstations) and secure classified material.

- Gather and secure all personal items, e.g., keys, coats, purses, etc.

- Close doors behind you.

- Use the closest stairwell, or your pre-assigned stairwell, go to the ground floor and evacuate the building.

- Move behind the “blue lines” painted on the parking lot curbs to avoid danger from falling pieces of glass or debris and avoid interference with responding emergency personnel.

- Do not drive your automobile or leave the parking lot unless instructed to do so. If you must, drive your vehicle in such a manner that it does not place anyone in the evacuation zone in danger. Exit by the far end of parking lot only, not the front exit. Security will open the back gate (refer to map on page 16).

- Return to the building only as instructed to do so by authorized personnel.

SHELTER-IN-PLACE

With the heightened awareness of the possibility of terrorist acts that could happen elsewhere, exterior to, but in close proximity of the Riverdale Headquarters’ Facility, a Shelter-in-Place Plan was developed. Once advised of any radiological/biological/chemical or weather (tornado) emergency outside the facility, Command will implement the Plan.

The building will go on lockdown; however, you will be able to exit. You will exit at your own risk. If you decide to exit, report to the first floor main lobby Security Desk. Command will instruct you what door to use to exit and what precautions to take to minimize the possibility of the building’s interior being contaminated from outside sources. You will not be able to re-enter the building once you have decided to leave.

FIRE

Warn occupants to evacuate.

Close all doors.

Activate nearest fire alarm.

Call Prince George's County **Fire Department on 9-911.**

Call **Security on 734-3848/3849.**

Report to the Guard Desk on the first floor, and relay all pertinent information to the Designated Official.

CLOTHING FIRE

Stop person on fire from running.

Drop person to the floor or other horizontal surface.

Roll person to snuff out flames. (A fire extinguisher can be used to extinguish a clothing fire. However, whenever possible, direct discharge away from mouth and nose area.)

Call Prince George's County **Fire Department on 9-911.**

Call the Nurse on 734-8660.

Call **Security on 734-3848/3849.**

Cool person by removing smoldering clothing and use water or ice packs to cool burns and minimize injury. (Safety showers, garden hoses, and drench hoses can be used.)

EXPLOSION

Warn occupants to evacuate.

Activate local alarm within building.

Call Prince George's County **Fire Department on 9-911.**

Call **Security on 734-3848/3849.**

Note:

An explosion could result in fire or release of chemical waste to the air, soil, or surface water. It could also result in injury or death to persons and damage to the facility itself. The procedure for handling an emergency arising from an explosion will be similar to that described from fire or spills, or both. Of paramount

importance is that an alarm be raised, the premises be evacuated of all personnel, and the injured rescued and treated immediately.

ILLNESS/INJURY

All injuries and possible exposures to toxic materials must be reported to your supervisor immediately. The supervisor should report all injuries or possible exposures to SHEWB at 734-6116 immediately.

During normal working hours, for minor work-related injuries (i.e., first aid emergencies that do not require ambulance service), the nurse can be notified at 734-8660.

For all other medical emergencies, call the Prince George's County **Fire Department on 9-911.**

Call **Security on 734-3848/3849.**

Note: Maryland Poison Control Center 1-800-492-2414

Keep the person calm and comfortable.

Render first aid or cardiopulmonary resuscitation (if trained to do so).

CARDIAC ARREST

This facility is equipped with Automated External Defibrillators (AED). If cardiac arrest is suspected, call **Security on 734-3848/3849** first and give the exact location, then call the Fire Department on 9-911. A "Code Blue" will be announced over the public address system and employees with training will be immediately dispatched.

CHEMICAL SPLASH

Get to an emergency shower and/or to an eyewash station.

Rinse chemical off skin and desorb from the skin as much chemical as possible.

Remove contaminated clothing.

Use copious amount of water to dilute chemicals on affected areas of the body for at least 15 minutes. (Large amounts or pieces of water-reactive chemicals should be quickly brushed off the skin before using copious amounts of water.)

IMMEDIATE FLUSHING OF AFFECTED AREA OF THE INDIVIDUAL TAKES PRECEDENCE OVER TRANSPORTING THE INJURED PERSON TO A MEDICAL FACILITY.

Call Prince George's County **Fire Department on 9-911.**

Call **Security on 734-3848/3849.**

Notes: The generally recommended time for washing a splash is 15 minutes. The time required for adequate flushing could be several hours depending on the chemical and the time that elapsed before flushing was begun. Prevention of chemical splashes is the best protection. Use appropriate eye/face protection and protective clothing.

CHEMICAL/BIOLOGICAL SPILL OR RELEASE

The term "spill" applies to any incident involving the uncontrolled release of hazardous chemical or biological substances. If you have an accidental spill (other than incidental) of hazardous chemical or biological substance you must:

Notify occupants in the immediate area that a spill/release has occurred.

Determine if the spill/release warrants building evacuation and warn occupants to evacuate if necessary.

Attend to physical injuries first.

Notify your supervisor.

Call Prince George's County **Fire Department on 9-911**, if serious injuries are present.

Call **Security on 734-3848/3849**.

Do not disturb area and secure area as best you can, i.e., place warning sign on door, rope off or barricade area to restrict access through the affected area.

Assist first responders as necessary.

Relocate employees to a safe area away from all other employees. Notify Security on 734-3848/3849 of relocation site.

Do not use lunch rooms or the cafeteria as a relocation site.

RADIOACTIVE MATERIAL SPILL

The nature of the spill and the material spilled will dictate specific emergency procedures to be followed. Immediate procedures applicable to most radioactive spills include:

Notify occupants in the immediate area that a radioactive spill has occurred, and restrict access to and through the contaminated area.

Call Prince George's County **Fire Department on 9-911**.

Notify your supervisor and **Security on 734-3848/3849**.

Evaluate the situation. You don't want to make a minor situation worse.

Individuals with intimate knowledge of the spill must remain on site.

Procedures for Skin Decontamination.

The goal is to remove the contamination without damaging the outer layers of skin. The use of abrasive techniques or materials will damage the integrity of the skin. Abraded skin will increase the potential for absorption and internal deposition of radioactive material in the body.

Flush the contaminated skin area thoroughly with warm water. Dry your skin thoroughly before monitoring. Then, wash with warm water and a mild soap or detergent for two to three minutes. Lather well but remember do not scrub! Rinse well, with lots of water. *NOTE: Skin decontamination efforts should be discontinued if the skin becomes thin and reddened.*

Remember, methods used to effect skin decontamination must not spread the radioactive material that was initially localized or provide means for the contaminant to enter the body.

BOMB THREAT

Important: **Do not hang up the telephone where you received the call** – The Federal Protective Service can trace the incoming call. Also, if you have caller identification (ID), write down the number identified on your caller ID.

Go to another telephone and call **Security on 734-3848/3849.**

Try to obtain as much information as possible by asking the following questions:

- Where is the bomb located?
- When is it set to go off?
- Is the bomb hidden, disguised, or out in the open?
- What kind and size is the bomb?
- How did you get it into the building?
- When did you place the bomb in the building?
- Why was it put there?
- What is your name?
- Where are you calling from?
- Where do you live?

Note the following information:

- Sex
- Age
- Voice
- Manner
- Accent
- Speech
- Background Noises

Immediately after the call is completed contact **Security on 734-3848/3849.**

Call Prince George's County **Fire Department on 9-911.**

Evacuate the building if instructed to do so. (The public address system will be utilized to inform occupants if evacuation is required.)

SUSPICIOUS PACKAGE

Notify other employees working in the area to move at least 300 feet away from a suspected package.

Instruct all persons not to touch, move, or otherwise disturb the package.

Immediately contact [Security on 734-3848/3849](#).

If you suspect the package contains anthrax or a biological agent, perform the following:

- Leave the package or letter alone. Do not move item.
- Make sure the damaged or suspicious package is isolated and the immediate area sealed off.
- Leave the area immediately. Notify others in the immediate area to leave.
- If you touched the letter, wash your hands thoroughly.
- Notify your supervisor and [Security on 734-3848/3849](#).
- Identify all employees that may have been exposed and take them to a relocation site away from others.
- Remove clothing that may be affected and place in double-lined plastic bag and seal tightly with tape.

The Center for Disease Control Emergency Response can be contacted at 770-488-7100 for answers to specific questions, once the product is identified.

The following characteristics constitute a suspicious letter or parcel.

- Has a powdery substance on the outside or when opened.
- Is unexpected or from someone unfamiliar to you that can not be verified.
- Has extensive postage, handwritten or poorly written typed address, incorrect titles, or titles with no names, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Has no return address, or have one that can not be verified.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Has an unusual amount of tape.
- Is marked with endorsements, such as "Personal" or "Confidential."
- Has a strange odor or stains.

DEMONSTRATIONS

Immediately call **Security on 734-3848/3849**, if you observe a demonstration or disturbance.

Do not go to the scene of the demonstration or disturbance.

Stay in your assigned area and do not confront or antagonize demonstrators.

ELEVATOR EMERGENCIES

If the elevator malfunctions, do not panic.

Use the emergency intercom in the elevator and provide the elevator number. If you have a functioning cell phone, call **Security on 734-3848/3849**.

Wait for help to arrive. Do not try to leave the elevator, even if the door is open.

Never play around with the buttons and switches, or attempt to open the doors unless instructed to do so by a professional responder. Discourage any suggestions from untrained personnel.

NATURAL DISASTER

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Advance Warning - In the event of an impending natural disaster, such as severe winds or heavy snowfall, you should be notified in sufficient time to seek adequate shelter or you will be released from duty to return to your residence.

No Warning - High Winds, Severe Electrical and Rain Storms, Tornadoes - If there is no warning or little warning, the event will be broadcast over the public address system. Instructions will be given to employees at that time. Personnel will act on their own initiative and seek shelter in corridors. If time permits, personnel should move away from windows and possible flying glass. Tables and desks may be used as additional protection.

WORKPLACE VIOLENCE

Violence in the workplace can take many forms. Examples include: threats of suicide, injury or the threat of injury to property and/or persons, fist-fights, shootings, stabs, sexual assaults, or unauthorized use of deadly weapons and explosives. Report all acts of violence to supervisors or managers promptly, and to the Workplace Prevention Program Toll-Free Emergency Number at 1-866-234-3174.

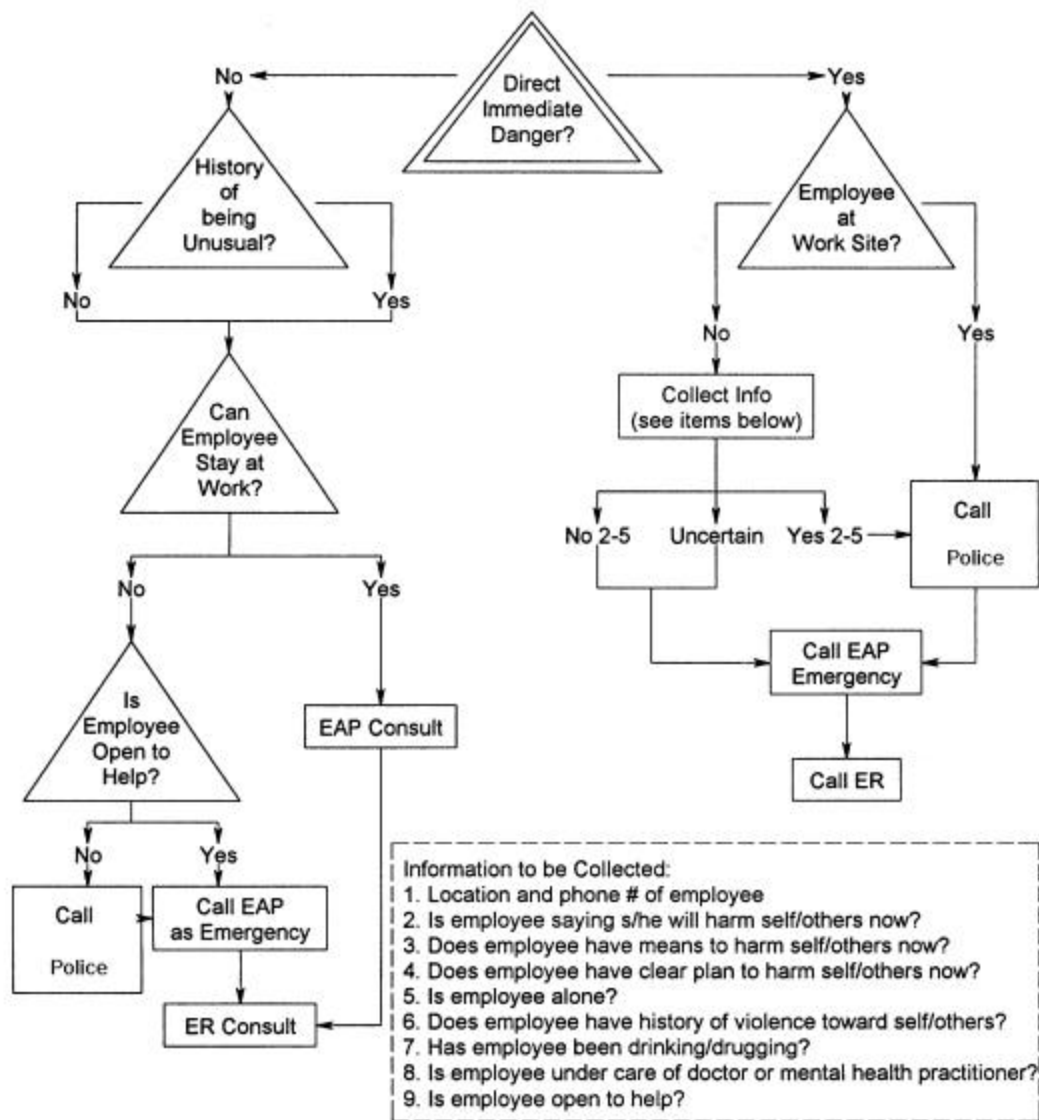
In case of a emergency, call **Security on 734-3848/3849** and the Federal Protective Service at 9-202-708-1111.

If violence results in physical injury, immediately call the **Fire Department on 9-911**.

24-Hour Employee Assistance Program (EAP): 1-800-222-0364

The following flow chart is intended to provide guidance with what to do and who to contact if an employee is exhibiting unusual, disruptive or threatening behavior.

Supervisor's Guide to Dealing with Unusual, Disruptive or Threatening Behavior



OTHER

Other situations may arise which do not fall into any of the previous categories. One example may be an unusual odor. In such instances, you should contact Facility Management at 734-8010 who will be able to assist in determining the nature and source. Another example may be the involvement of human body fluids or tissues. In such cases contact the Nurse on 734-8660. If attempts to resolve the situation are unsuccessful, contact SHEWB on 734-6116.

Appendix

CURRENT COMMAND AND REEP MEEMBERS

Riverdale Command

Building Command Center 301-734-8567

Alternate Command (Room 1D15) 301-734-3822

Guards Desk 301-734-3848/49

Health Unit 301-734-8660

Designated Official: Phone: 301-734-6503 Fax: 301-734-3868

Alt. Designated Official: Phone: 301-734-3700 Fax: 301-734-3868